


FLORIDA HIGHWAY PATROL

POLICY MANUAL

	SUBJECT INFORMATION MANAGEMENT	POLICY NUMBER 7.09
		ISSUE DATE 07/01/07
	APPLICABLE CALEA STANDARDS 11.4.1, 11.4.2	REVISION DATE 01/15/08
		TOTAL PAGES 2

7.09.01 PURPOSE

To assign responsibility and provide guidelines for the collection and reporting of information related to the day-to-day activities of the Division.

7.09.03 POLICY

It is the policy of the Florida Highway Patrol to collect, analyze and report information needed to make management decisions. The overall goal of this program is to provide such information in a timely and accurate manner using available technologies.

7.09.04 DEFINITIONS

ADMINISTRATIVE REPORT – For the purpose of this policy, a documented compilation, analysis and review of raw data, in summary form, for the purpose of educating management of specific aspects of the agency's operations.

7.09.05 PROCEDURES

- A. The Office of Program Planning shall serve as the Division repository for management information and shall initiate measures to compile, analyze and disseminate such information in accordance with the dictates of management. In fulfilling its record keeping functions, the Office of Program Planning shall seek to streamline administrative reporting requirements and shall:
 1. Annually publish a comprehensive listing of administrative reports authorized for use within the Florida Highway Patrol. Such listing shall include the following information:
 - a. Identification of the person or position responsible for formulating the report.
 - b. The purpose of the report.
 - c. A publication schedule.
 - d. A table of persons/positions to which the report is disseminated.

2. No new administrative reporting requirements may be established or new administrative report forms introduced in general use throughout the Division without the approval of the Director and the Executive Staff.
- C. Forms Control – The Accreditation and Policy Section shall exercise responsibility for the development and introduction of forms authorized for use by the Florida Highway Patrol and for the adherence to the provisions of Policy #9.04, DHSMV Management Manual.
1. Suggestions for modifications to forms may originate in any component of the agency, but must be forwarded to the Accreditation and Policy Section for review and analysis.
 2. The Accreditation and Policy Section shall:
 - a. Ensure that the content of new or amended forms does not duplicate information collected on an existing form or from another source.
 - b. Ensure that all Division functions that will be compelled to utilize the new or amended form are afforded an opportunity to review the form prior to implementation and submit comments and suggestions regarding its content and use.
 - c. Ensure that the form is organized in compliance with existing record keeping formats and data processing requirements in use by the Department/Division.
 - d. Seek the approval of the position in charge of the component that oversees the program that uses the form before introducing any new form into the inventory or modifying the content of any existing form.
 3. Division and Department forms shall not be altered in appearance or content except through the formal process outlined above.
 4. Components may develop forms specific to that component's function provided the form is for the component's internal use only. Any form that is transmitted or which has data transmitted outside the component must be formally adopted as a Division form. Use of a local form to capture data included on a Division or Department form shall not relieve the employee of their responsibility for completing the Division or Department form.